

INSTRUCTIONS

for the ONLINE ALASKA FISHERIES BUSINESS LICENSE APPLICATION & INTENT TO OPERATE

Print these instructions to use as a guide while you are filling out the application

SIGNING INTO THE ONLINE APPLICATION

- In your web browser, type “www.tax.alaska.gov” in the address bar
- Select the “Online Services” tab
- Select “Online Licensing and Permits (OPAL)”
- If you have a myAlaska account, enter your username and password and click “Login”
- If you do not have a myAlaska account, follow the instructions on the screen to create an account
 - +After completing the new account information, an email confirmation will be sent
 - +You have 24 hours from the time you receive the email confirmation to finalize registration by clicking on the first link provided in the email
 - +After clicking the link, enter your myAlaska password and click the “Continue” button
 - +You will be asked to accept the privacy agreement by checking the box to *Accept the User Agreement*, and then click the “Continue” button
- Select the “Fisheries” option

NEW LICENSEES

-After selecting the “New” button, you will be asked a series of questions that will determine the type of license you need based on your answers

RENEWALS

-Select the “Standard” button if you are renewing the following license types:

- +Shore Based Processor
- +Salmon Cannery
- +Floating Processor
- +Catcher Processor
- +Buyer/Exporter
- +Catcher/Exporter

-For the Standard licenses you will be asked to provide your EIN/SSN, 2010 license number, the license type and the renewal year

-Select the “Direct Marketer” button if you are renewing a direct marketer license

-For the Direct Marketer license you will be asked to provide your SSN, 2010 license number and the renewal year

-If you are establishing a new business, location, license type or will be operating from a different vessel, you must apply for a new license by clicking the “New” button on the left (see New License instructions)


-Some of the information will be pre-populated from your prior year application and cannot be edited

-If you need to change information in a field that is locked, you must apply for a new license

ALL LICENSEES

- Placing the cursor on words and phrases in blue will provide popup information about those terms
- Fields with a red asterisk (*) represent required fields
- After answering each question, click on the “Next” button to save the information
- The application will close (time out) if there is no activity for 20 minutes
- If you are timed out or if you are unable to complete the application, all information you provided prior to clicking on the last “Next” button will be saved
- When you reach Step 1, make note of the “Application Number” at the top right
- To continue the application, sign-in and select the “Fisheries” option (see above)
- Scroll down to the bottom of the page and click on the “Open” button next to the Application ID Number representing your partially completed application
- You will be taken to the last completed Step
- Click on the “Next” button to continue where you left off

Step 1

- Indicate the date you intend to commence operations in 2011 by clicking on the calendar box to the right  and selecting the applicable month and day
- Please note: you are not authorized to begin operating until the license is issued
- Indicate the legal form of your operation by selecting the appropriate organization type from the dropdown list next to the “Organized As” box
- If you will be operating as a sole-proprietorship, you will be asked to provide your social security number (SSN)
- All other legal entities will be asked to provide a federal employer identification number (EIN)
- Corporations, LLCs and limited partnerships must be registered and in good standing with the Department of Commerce, Community and Economic Development (DCCED) and must provide an Alaska entity number issued by DCCED
- Corporations, LLCs and partnerships will be asked to provide names, SSN’s and addresses of at least two principals

Step 2

-Please note: anyone in Alaska that is processing on your behalf must hold a Department of Revenue fisheries business license

Step 3

- If you will be operating from a shore-based plant, you must provide the physical address of the facility
- If you will be operating from a vessel, you must provide the length and ADF&G number of the vessel
- If you have a seasonal mailing address that differs from your permanent mailing address and you would like to receive mail from us at this address during the season, provide the requested seasonal mailing information

Step 4

- Identify each resource you intend to purchase, process, have processed on your behalf or export unprocessed
- Once you select a fishery resource, you will be asked to indicate the type of processing to be performed on the resource, estimated pounds that will be processed and/or exported during the year, the type of packaging and the months of processing and/or exporting
- Click the "Save" button and repeat for each resource that will be processed or exported unprocessed

Step 5

- Provide the total estimated value of fishery resources you intend to purchase, process, have processed on your behalf or export unprocessed
- Use the appropriate facility type and species (established or developing)
- If the total estimated tax is greater than or equal to \$500, you must select one of the estimated tax security methods listed
- If you select the certificate of deposit (CD) method and intend to use the CD to pay your tax liability, you must provide written notice **at least 30 days prior to**

- the tax payment due date**, requesting the Tax Division to redeem the CD and apply the proceeds to your tax liability
- Failure to give 30-days notice may result in penalties and interest due
 - If you are renewing and intend to use the same security instrument used for your prior-year license, select the “Rollover” box as well as the box for the security instrument you are rolling over
 - If rolling over property, you must provide a current title search and a current property tax assessment notice
 - Letters of Credit and Fisheries Business Tax Bonds cannot be rolled over

Step 6

- The purpose of surety is to insure payment to:
 - + Fishers for raw resources you purchase
 - + Employees for wages
 - + Tenders for transporting resources
 - + The Alaska Department of Labor for unemployment insurance contributions
- The amount of surety depends on the total pounds and value of resources purchased or processed
- Check the box that describes your intended operations
- If you change your business operation during the year so that surety is required, you must provide proof of surety to our office within 7 days of the change
- If you have \$2,000 in surety and during the year you exceed \$30,000 in purchases or 30,000 pounds in processing, you must increase your surety to \$10,000 within 7 days of exceeding these limits
- The surety instrument must remain in place for two years following your last license year
- If a claim is filed against the surety instrument, it must remain in place for five years
- If you are renewing and intend to use the same surety instrument you used for your prior-year license, select the “Rollover” box as well as the box for the surety instrument you are rolling over
- If rolling over property, you must provide a current title search and a current property tax assessment notice

Step 7

- Code plates are the small aluminum plates issued by the Alaska Department of Fish & Game that fit into the fish ticket imprinting machine
- An imprinting machine is used to imprint your code plate on the top of the fish ticket
- Although it is not required and is for convenience only, an imprinting machine costing approximately \$160 can be obtained from the following businesses:

SECURE ID LLC
2000 E DOWLING RD, #9
ANCHORAGE, AK 99507
Phone (907)770-9160
Fax (907)770-9160
Email: secureid@gci.net

LEGEND DATA SYSTEMS
18024 – 72ND AVE. S.
KENT, WA 98032
Phone (425)251-1670
Fax (425)251-1894
Website: www.idunlimited.com

- Do not order more code plates than you need
- Choose any name you wish for your code plate(s)
- The name on the code plate is limited to 12 characters for direct marketers and 14 characters for all other licenses
- Please help the industry by keeping your inventory of fish tickets reasonable, thus reducing the number of unused fish tickets
- Unused fish tickets from prior years can be used in the current and subsequent years

Step 8

- Vessels must identify all areas of intended operation
- If operating in the Exclusive Economic Zone (EEZ – federal waters outside Alaska's 3-mile limit), indicate on the dropdown checklist (to the right of the map) the area(s) adjacent to the EEZ where you will be operating
- Shore-based processors must identify the area where the facility is located

Step 9

- Check all boxes that apply to your operation

Step 10

- If you selected tax security or surety instruments in steps 5 and/or 6, you can attach an electronic copy of the following documents (if applicable):
 - +Letters from financial institutions verifying certificates of deposit
 - +Title reports
 - +Property assessment notices
 - +Property appraisal reports
 - +Recorded deeds of trust
- The system currently accepts .doc, .docx, .rtf, .txt, .xls, .xlsx, .pdf, .gif, .jpg, .tif, .bmp, .png, .odt, .ods, .sxw, .sxc, .sdw and .sdc files up to 5MB in size
- If you selected one of the following, you must mail the original documents:
 - +Fisheries Business Tax Bond
 - +Letter of Credit
 - +Primary Fish Buyers and Fish Processors Bond

Step 11

- Review the information in the Application Overview and make any corrections by clicking on the “Edit” button alongside the heading for the applicable section
- To save edits, you can either click on the “Next” button at the bottom, which will take you to the next Step for editing, or you can click on the “Step 11” tab at the top to go directly back to the Application Overview page
- When you are satisfied that the information in the Overview page is correct, print the Overview page for your records and then click on the “Finalize” button at the bottom of Step 11
- Click on the “Pay for this Application” link to pay your \$25 license fee electronically (and your tax security and/or surety if you selected a cash method)
- To use the electronic payment system, you will be asked to provide your bank’s routing number along with your account number
- After filling out the information for each payment, click on the “Continue” button

- Review the Payment Confirmation page and make any corrections by clicking on the “Go Back” button
- If the payment information is correct, click on the “Submit Payment” button to authorize payment
- After printing the Payment Successful page for your records, click on the “Continue” button to return to the signature page
- Click on the “Sign and Submit this Application” link to e-sign and submit your application
- To sign and submit the application, you must check the agreement box and click on the “E-Sign” button

PLEASE NOTE:

By e-signing the application, you agree to file a fisheries business tax return with the Department of Revenue by March 31, 2012 and a Commercial Operator’s Annual Report with the Alaska Department of Fish & Game no later than April 1, 2012, even if you have no activity.

In order to process fishery resources in Alaska or export unprocessed fishery resources from Alaska for purposes of sale, you must have a current Alaska fisheries business license. The penalty for operating without a current fisheries business license is up to \$5,000 for the first offense, \$10,000 for the second offense, and increasing penalties in \$5,000 increments for each additional offense, up to a maximum of \$25,000.